



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Announcement Number:	Bujumbura-2021-14
Position Title:	Financial Specialist
Opening Date:	April 12, 2021
Closing Date:	April 26, 2021 at 24:00
Series/Grade:	Resident (OR): FSN- 10 Not-Ordinarily Resident (NOR): FP-5 (steps 5 through 14) <i>*Final grade/step for NORs will be determined by Washington.</i>
For More Info:	Mailing Address: Human Resources Office Embassy of the United States Avenue des Etats- Unis B.P 1720 Bujumbura Note: Only online applications will be accepted. E-mail Address: BujumburaHR@state.gov Or visit our website at https://bi.usembassy.gov/embassy/jobs/ and/or contact the Human Resources Office at 22 20 70 24.
Who May Apply:	All eligible candidates – All Sources
Security Clearance Required:	Local Security Certification
Duration Appointment:	Indefinite, subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply. <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

Summary: The U.S. Mission in Bujumbura, Burundi is seeking eligible and qualified applicants for the position of **Financial Specialist**.

The work schedule for this position is full-time (40 hours per week).

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: Yes.

DUTIES:

Performs or supervises the performance of such functions as budgeting, financial planning, allotment accounting, voucher examining, cashiering, and payroll, and providing financial management advisory services to the Financial Management Officer and to serviced agencies at post.

QUALIFICATIONS AND EVALUATIONS:

EDUCATION: Completion of university level education training resulting in earning of a baccalaureate degree or the local academic equivalent in accounting or finance.

REQUIREMENTS:

EXPERIENCE: At least five years performing work described above. 1 year of supervisory experience required.

JOB KNOWLEDGE: The work requires a thorough knowledge of 4 FAM, and the B&F aspects of 3 FAM, 6 FAM, and the Standardized Regulations; thorough knowledge of the functions and organization structures of the post's served agencies, and particularly, the rules and regulations pertinent to their financial operations.

EVALUATIONS:

LANGUAGE: English level III (Good Working Knowledge) Reading/Writing/Speaking is required. French level III (Good Working Knowledge) Reading/Writing/Speaking is required. Kirundi level III (Good Working Knowledge) Reading/Writing/Speaking is required.

SKILLS AND ABILITIES: Must be able to understand financial management implications of changes of priorities to funding levels brought about by reductions in allotments due to cuts, variations in exchange rates, increased costs of material/labor, etc. and recommend adjustments to financial plans and advise management official of programs implications.

Qualifications: All applicants may be tested on any requirements listed above. All applicants under consideration will be required to pass medical and security certifications. All candidates must be able to obtain and hold a Local Security Certification.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Benefits: Locally employed staff, including members of household (MOHs), and third-country nationals (TCNs), working at the U.S. Mission in Bujumbura, Burundi, may receive a compensation package that may include health, separation, and other benefits.

For EFM, benefits should be discussed with the Human Resources Office.
The pay plan is assigned at the time of the conditional offer letter by the HR Office.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.?) and for additional employment considerations, please visit the following link:

<https://careers.state.gov/downloads/files/definitions-for-va>

How to Apply: All candidates must be able to obtain and hold a Local Security Certification. Applicants must submit a Universal Application for Employment (DS-174) which is available at Bujumbura US Embassy website.

Applications will be sent to BujumburaHR@state.gov. Please indicate the position title for which you are applying in the subject line of your email.

Required Documents: Please provide the following required documentation with your application:

- DS-174
- Work Permit (For non-Burundian)
- Passport copy
- Copy of Diploma
- Copy of driving license
- List of references

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview, will be contacted via email.

For further information: The complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Bujumbura, Burundi.